

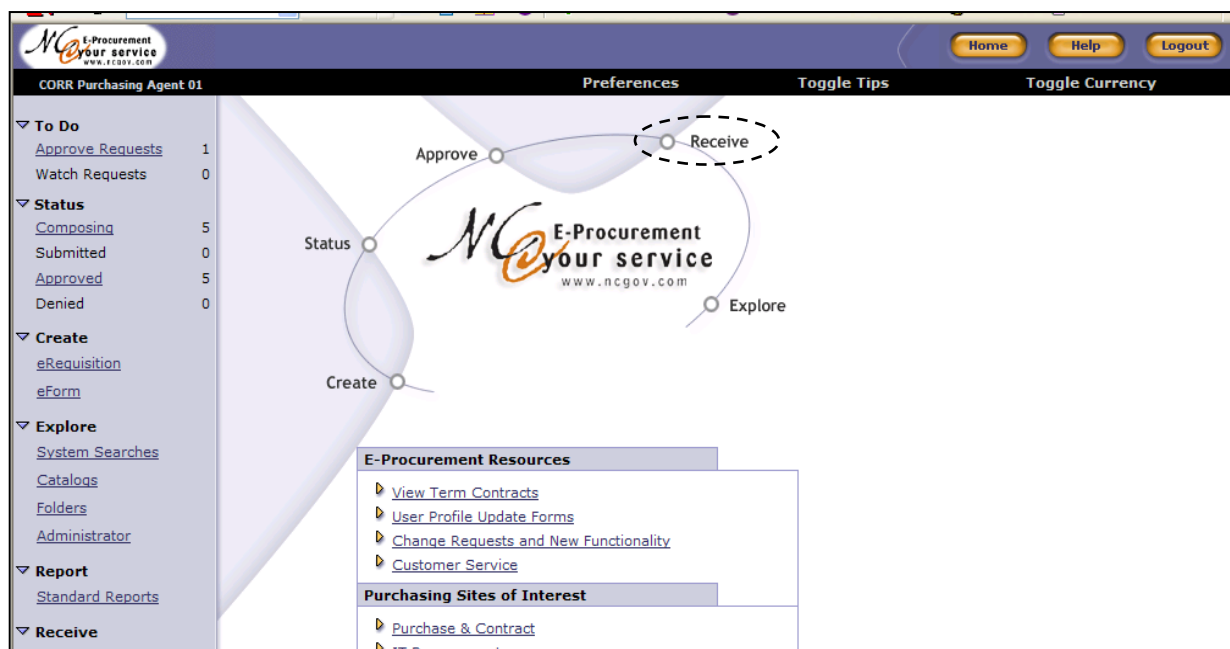
Receiving a Line Item

Receiving is the process an agency uses to record goods and services that are delivered. In the E-Procurement process, receiving completes the purchase order lifecycle. A receipt is an acknowledgement that the goods have arrived and/or the service is complete. Receipt records ensure that all items on the purchase order were correctly received and accounted for in the financial system. Once items have been received in the system, the supplier can be paid. Every purchase order line item must be received in NC E-Procurement @ Your Service.

Depending on the agency, receiving occurs at either a centralized location, known as central receiving or at the desktop of the requestor. The NC E-Procurement Service allows for both methods of receipt. The ship-to address on the PO will determine the shipment's destination and is also associated with either a central receiving facility or a desktop receiving facility. Each NC agency has determined which type of receiving best meets their organization's needs.

- **Desktop Receiving:** The original requestor receives the items at their desk. The requestor will open the package, check the product, and then go into NC E-Procurement Service to accept or reject the items in the order.
- **Central Receiving:** Purchase orders are delivered to a centralized location. One user with the central receiving role then logs into the NC E-Procurement Service to accept or reject the items in the order.

Receipt Email Notifications: An automated email message is sent to the receiver reminding the user to receive a specific order when the purchase order is generated. However, it is critical that the receiver waits until the products have arrived and check the quality and quantity before receiving the order in NC E-Procurement.



1. Select the **'Receive'** command from the E-Procurement Home Page.

1 Select Request Receiving

Search for and then select requests for which to receive or verify items. To search, select a request type and then enter an ID to find a specific request, or leave the field blank to find all requests of the selected type. Use a basic or advanced search to find a specific set of requests. To work with a request, click its ID.

Order ID [Advanced](#) [Back to Select Request](#)

Search Results

Please enter search criteria above

2. Enter the purchase order number in the '**Order ID**' search field and click '**Search**'.

Note: For a complete list of purchase orders waiting to be received, leave the '**Order ID**' search field blank and click '**Search**'.

1 Select Request Receiving

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Order ID [Advanced](#) [Back to Select Request](#)

Search Results

Requests returned: 19

Order ID	Title	Date Created	Status	Supplier
EP82PT123	1.AP.1.2 Bypass Approval Flow - 3	Thu, 17 Nov, 2005	Ordered	The Cereal Store
EP82PT135	Create Req 6 - Reg 3 - BAM//11.17.05	Thu, 17 Nov, 2005	Ordered	Joe's Office Furniture
EP82PT157	1.IT.1.6 Cancel Requisitions - Int Reg 1 Cancel - MJM	Thu, 17 Nov, 2005	Ordered	3M Company - TSS
EP82PT184	1.CR.22 Folder - Do Not Fill	Tue, 22 Nov, 2005	Ordered	3M Company - TSS
EP82PT195	1.CR.1.11 SGW	Tue, 22 Nov, 2005	Ordered	Staples
EP82PT197	Int Reg 1 Cancel - MJM	Mon, 28 Nov, 2005	Ordered	The Cereal Store
EP82PT198	Int Reg 1 Cancel - MJM	Mon, 28 Nov, 2005	Ordered	LANCE INC
EP82PT199-V2	Copy of Int Reg 1 Cancel - MJM	Mon, 28 Nov, 2005	Ordered	The Cereal Store

Select the purchase order by clicking the 'Title' or the 'Order ID' link.

3. Select the purchase order to receive by clicking the '**Title**' or '**Order ID**' link.

1.0 Accepting Line Items

4. Enter the number of items received in the '**Accepted**' column. Be sure to enter the items received based on the appropriate unit of measure. For example, if the purchase order was issued for 10 each, the receiver will receive based on the unit of measure, each. If the purchase order was issued for \$12,500 dollars, the receiver will receive based on the unit of measure, dollar.

Note: Not all shipments will be received in full. Users may enter a partial receipt by entering the number of items received in the '**Accepted**' column. More than one receipt can be entered for the same purchase order.

Note: If all items have been physically received, users may use the '**Accept All**' button to automatically enter the full amount ordered for each line item in the '**Accepted**' column.

Note: In some cases, users may physically receive more than what was ordered. In this case, the user may enter the amount ordered plus the receiving tolerance entered by the user on the purchase order line. The default value for the receiving tolerance is 2%; users may update this amount by line item when necessary.

5. Enter the packing slip number in the '**Packing Slip**' field.
6. Click '**Submit**'.

2.0 Rejecting a Shipment

If a receiver received damaged or incorrect products in an order, he/she may opt to reject those items using the Reject Items functionality. The rejection field is **not** stored in NCAS. This field is strictly for internal purposes only. This field may be reference by users at a later day to determine why the full amount of the purchase order was not received. When rejecting a shipment, users should enter comments as to why the line item is being rejected.

Receipt RC82PT684: EP82PT199-V2 - Copy of Int Req 1 Cancel - MJM

3 Receive or Verify Items Receiving

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. For a milestone, indicate whether the milestone is complete and the date verified. If you reject receipt line items or indicate an incomplete milestone, you must provide comments to explain your action. [How To](#)

[Accept All](#)

No.	Quantity	Unit	Description	Prev. Acc.	Accepted	Rejected	Packing Slip	Date Received
1	10	Each	Line #1	7	0	3		Today

Order ID: [EP82PT199-V2](#)
 Order Title: Copy of Int Req 1 Cancel - MJM
 Close Order: ? ☐ Yes ☒ No
 Date: Today, 10:27 AM
 Processing Status: Receiving
 Integration Status: Receipt Not Pushed

Enter the amount to be rejected in the 'Rejected' column.

1. Enter the amount to reject in the **'Rejected'** column. Remember, this information is **not** stored in NCAS.

Note: Do **not** enter a packing slip number when rejecting a line item.

2. Click **'Submit'**.

Receipt RC82PT684: EP82PT199-V2 - Copy of Int Req 1 Cancel - MJM

4 Additional Information Needed Receiving

Enter additional information about this item. You may be asked to add asset data for certain types of items, or rejection comments if you are rejecting the item. [How To](#)

Line Item No.: 1
Quantity: 10
Description: Line #1
Prev. Acc.: 7
Accepted:
Rejected:
Date Received:
Rejection Reason:

☐ Always go directly to the summary page

Check the box beside 'Always go directly to the summary page' to avoid viewing this page in the future.

< Prev Next > Summary Exit

3. Enter a comment in the '**Rejection Reason**' field as to why the items are being rejected (e.g., Items received were broken).

4. Click '**Next**'.

Note: Users may opt to skip the Additional Information Needed page in the future by checking the box beside '**Always go directly to the summary page**'. Users will still be able to enter a rejection reason; however, it will be added directly on the Summary page.

Receipt RC82PT684: EP82PT199-V2 - Copy of Int Req 1 Cancel - MJM

5 Summary Receiving

Review the receipt or milestone, make changes as necessary, and then submit it for approval. [How To](#)

Summary Approval Flow

Line Items - Quantity Receiving Needed

No.	Quantity	Unit	Description	Prev. Acc.	Accepted	Rejected	Packing Slip	Date Received
1	10	Each	Line #1	7	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text"/>	<input type="text" value="Today"/>

Rejection Reason:

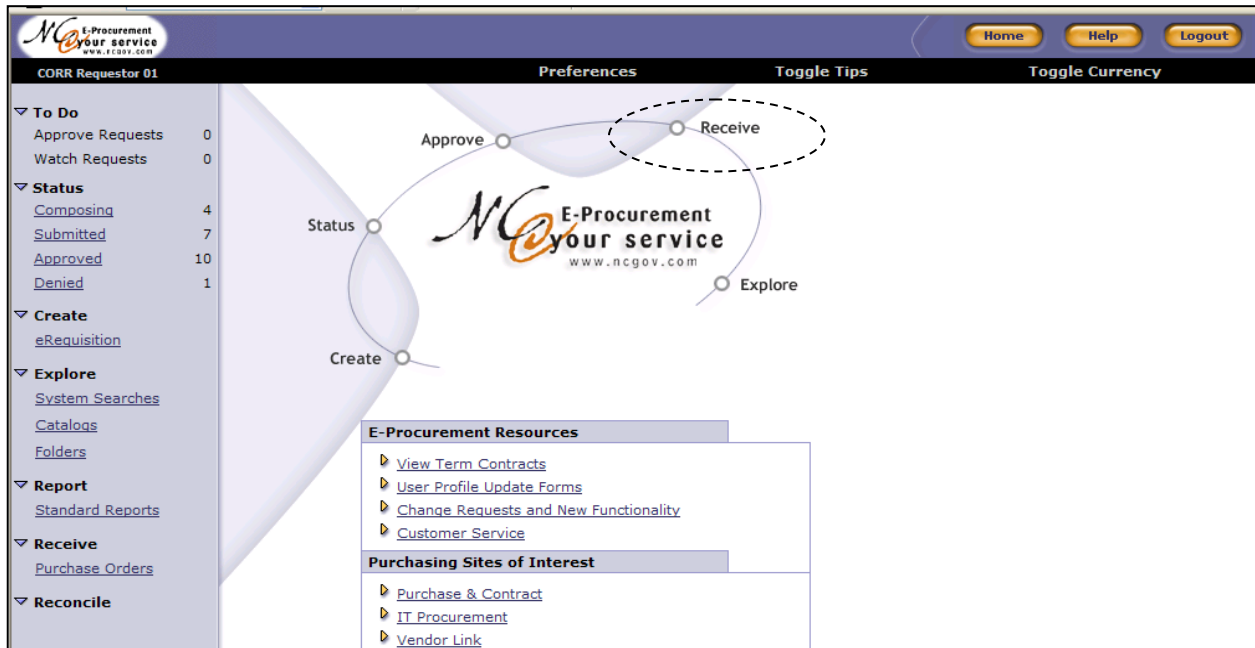
Order ID: [EP82PT199-V2](#)
Order Title: Copy of Int Req 1 Cancel - MJM
Close Order: ? ☐ Yes ☒ No
Date: Today, 10:27 AM
Processing Status: Receiving
Integration Status: Receipt Not Pushed

< Prev Submit Exit

5. Click '**Submit**'.

3.0 Opening a Closed Order

Once an order has been fully received in the NC E-Procurement System, the status of the order will become 'Received'. This indicates that the order has been completed and is closed in the NC E-Procurement System. User may reopen a closed order by following the below steps.



1. Select the '**Receive**' command from the E-Procurement Home Page.



The screenshot shows the NCAS Receiving interface. At the top, there is a navigation bar with the NC E-Procurement logo, the text "NCAS Approver 01", and buttons for "Home", "Help", and "Logout". Below this is a secondary bar with "Preferences", "Toggle Tips", and "Toggle Currency". The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of steps: 1. Select Request (highlighted), 2. Select Receipt, 3. Receive, 4. Additional Info, and 5. Summary. The main panel has a header "1 Select Request" and "Receiving". Below this is a search section with a dropdown menu labeled "Order ID", a text input field, and a "Search" button. To the right of the search field are links for "Advanced" and "Back to Select Request". Below the search section is a "Search Results" section with the text "Please enter search criteria above". At the bottom right of the main panel is an "Exit" button.

2. Enter the purchase order to be reopened in the '**Order ID**' field and click '**Search**'.

Note: Users can also search for the purchase order based on the following criteria in the dropdown box: Order ID, Req ID, and Receipt ID.

ERP Order EP82PT205-V2: 1.RC.1.1 Receiving - BAM

2 Select Receipt or Milestone Tracker Receiving

Select a receipt to work on or view, or, if authorized, a milestone to verify. To select an item in the list, click its ID. [How To](#)

This order is currently closed for receiving.
If you need to receive additional items, reopen the order.

[Reopen Order](#)

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	Status
RC82PT305	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT307	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT309	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT310	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved

Order ID: [EP82PT205-V2](#)
Version: 2
Title: 1.RC.1.1 Receiving - BAM
Supplier: [3M Company - TSS](#)

- Click the **'Reopen Order'** button. The status of the purchase order will be changed from 'Received' to 'Receiving'.

ERP Order EP82PT205-V2: 1.RC.1.1 Receiving - BAM

2 Select Receipt or Milestone Tracker Receiving

Select a receipt to work on or view, or, if authorized, a milestone to verify. To select an item in the list, click its ID. [How To](#)

There are no receipts that need your approval.

Receipts - No Approval Needed

Receipt ID	Order ID	Title	Date	Status
RC82PT305	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT307	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT309	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT310	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Approved
RC82PT693	EP82PT205-V2	1.RC.1.1 Receiving - BAM	Tue, 29 Nov, 2005	Composing

Order ID: [EP82PT205-V2](#)
Version: 2
Title: 1.RC.1.1 Receiving - BAM
Supplier: [3M Company - TSS](#)
Contact: [3M Traffic Control Materials](#)
Encumbrance Status: Encumbered

Note: There is now a new receipt in 'Composing' status to be used for further receiving. Click the 'Receipt ID' to view the receipt and continue.

4.0 Backing out Previously Accepted Items/Unreceiving Items

If an incorrect amount was accepted, users will have the ability to make corrections by backing out the previously accepted line amount(s). This is also known as “negatively receiving” or “unreceiving” line items. Users may follow the steps below to back out previously accepted items. **Note:** If the order has been fully received, user will need to reopen the closed order before following the below process.

1 Select Request
 2 Select Receipt
 3 Receive
 4 Additional Info
 5 Summary

Receipt RC5259802: EP4184457 - Computer table

3 Receive or Verify Items

Accept All

Line Items - Quantity Fully Received

No.	Quantity	Unit	Description	Prev. Acc.	Accepted	Rejected	Packing Slip	Date Received
1	1	each	part#BK5145, Computer Table, Economy, Barricks Mfg, 5000 Series, 30"Dx29"Hx48"W, Double Steel Support Pedestals, Tubular Leg Base, Double High	-1	0	0	YES	Today

Order ID: EP4184457
 Order Title: Computer table
 Close Order: ? ☐ Yes ☒ No
 Date: Today, 12:31 PM
 Processing Status: Receiving

The total quantity ordered can be seen in the 'Quantity' column.

Choose 'No' for 'Close Order:' if you do not wish to close this order to receiving.

The total amount received for this line item can be seen in the 'Prev. Acc.' field.

1. Enter the amount to unreceive as a negative number in the '**Accepted**' field.

Note: Rejecting and Unreceiving are **not** the same thing. When an item is unreceived or 'negatively accepted', this information is passed to NCAS. Rejecting a shipment is simply for internal purposes.

2. Enter the packing slip number used to originally receive the item in the '**Packing Slip**' field.

Note: If a value is not entered in the packing slip field before choosing the 'Next' button, previously used packing slips will be displayed on screen for your use. A packing slip does not need to be entered when receiving/unreceiving line items with the unit of measure set as 'dollar'.

3. Select '**Next**'.
4. Review the entered information and select '**Submit**'.

Note: Users may choose to '**Submit**' on the previous page, however, they will not have a chance to review the information entered for this receipt.